



COOKE CITY, PARK COUNTY WATER DISTRICT
Monthly Board Meeting Minutes
March 16th, 2017
7:00 pm

Location: Cooke City Fire Station Meeting Room

Board Members in Attendance: Deb Purvis, Troy Wilson, Rick Sommers, Kay Whittle
Marilyn Hartley, Clerk

Members absent: Lucas Jack, Operator & Vacant Seat

Public Attendance: Bill Whittle, Steve Hartley

Chair, Deb Purvis, called the meeting to order at 7:13pm.

The minutes from the February meeting were reviewed. Troy made motion to accept the minutes with the corrections and was seconded by Kay. All were in agreement and motion carried.

The Cash report as of 2/28/17 was reviewed and showed a total cash balance of \$143,701.05 of which all but \$16,754.16 is held in mandatory reserve accounts. Deb reminded the board members that some of the short-lived assets funds would be used to pay for the pump upgrade.

The February Profit & Loss report was reviewed. Rick stated that February looked a little better than January, but is still running in the negative.

The A/R Report from February 28th was reviewed with no current issues.

Following review of invoices presented, Troy made a motion to approve all of them and was seconded by Rick. Everyone was in agreement, so Board members signed bill payments for March as follows:

- Chk #2760 Canyon Electric - \$8031.20 – Upgrade wiring for new pump
- Chk #2761 CenturyLink - \$104.36 – Feb & March Phone
- Chk #2762 Flathead Electric - \$1008.33 – February Electric
- Chk #2763 Hartland LLC (Marilyn) - \$700.00 – March Accounting Services
- Chk #2764 Lucas Jack - \$542.56 – March Salary (less deductions)
- Chk #2765 Marilyn Hartley - \$15.38 – Reimbursement for filing folders & hangers
- Chk #2766 Montana DEQ - \$194.00 – Annual Community Connection Fee
- Chk #2767 Performance Engineering - \$588.25 – January Engineering Services
- Chk #2768 Verizon Wireless - \$13.19 – February Cell Phone

Old Business:

Deb reported that the need for engineering services was about done in relation to system repairs/upgrades and are just waiting for the ground to thaw to get the pump put in. She also reported that the attorney for Great West contacted our lawyer. The Great West lawyer said she has obtained the entire Cooke City file from her client. She wanted to set up a phone call with Emily to go over again which documents the District is seeking. They are scheduled to speak on Friday.

In a turn of events, Deb reported that Mike Holland has changed his mind and has withdrawn his consent to accept a seat on the Board because he doesn't think he can meet the time commitment. Further discussion was tabled for the next meeting.

Deb also reported on the results of the Resort tax allocations. The District got everything that was requested. Marilyn brought the associated contracts along from Park County for signatures which were promptly signed by Deb. The District won't need the matching resort tax allocation for the TSEP grant until August.

The Zenner Company is asking for a list of physical addresses for the meter replacements. Lucas has indicated that he's not sure it will help, but needs to make a spreadsheet for Monday regardless.

Not all of the Board members were able to review Deb's draft of by-laws prior to the meeting, so further discussion was tabled until next meeting. Deb did ask Marilyn to send her the current request for service to review in relation to the by-laws. This led to discussion related to the shut-off and connection/reconnection fees. It is a consensus of the Board that these fees need to be re-visited before being included in the by-laws. Marilyn will review the financial / payment section of the draft for next meeting. Deb would like to see a second signature on checks like Emergency Services does.

Operator Update:

In his absence, Lucas sent a written update that included the following:

Website – explanation of website shutdown (including email) and his plan for getting meeting minutes up to date on the website after it's back up in April.

New meters – He will call them on Monday to talk about the address list and see what else they may need.

Well house roof – Snow load from this year has broken the eaves off in the area where the tree fell a few years ago. Vault is OK and well pumps are running fine. He took down a lot of trees this winter to prevent future damage and is planning to install a sump pump in the spring to alleviate the groundwater issue.

By Laws – Lucas laid out a plan for addressing meter the different meter installations and create a cost sheet for customers so they know what types of things they will need to pay for and how much.

Clerk Update:

Marilyn reported that it will take a little time to re-organize the files as requested. She hopes to be able to bring most of them along when she comes up for the June meeting. Other than that, it's pretty much business as usual.

New Business:

The concept of raising water rates was raised. After much discussion of the District's serious financial situation, Rick made a motion to double the rate of an EDU from \$32.17 to \$64.34 until metering begins in a year or so. Troy seconded the motion and motion passed unanimously.

Deb asked if it would be helpful for the Water District to open a P.O. Box in Cooke City for non-financial communications. Troy stated that it works for Emergency Services, so Deb will look into it. There is no fee to get one.

In discussing an April meeting, it was determined that there wouldn't be many Board members around much during the month to even try to schedule a meeting. Therefore, Kay made a motion to cancel the April meeting due to lack of quorum and was seconded by Troy. All were in favor, so the April meeting was cancelled.

With no further business to attend to, Rick made a motion to adjourn and was seconded by Troy. Deb then adjourned the meeting at 8:15 pm.

The next meeting will be scheduled for May 18th @ 6:00pm at the Fire House.

Respectfully Submitted,

BOARD APPROVAL:

Marilyn Hartley
District Clerk

Signatures on File

Date: 5/11/17